

KITSAP COUNTY CLASS SPECIFICATION

TITLE: COURT SERVICES SUPERVISOR

DEPARTMENT: Juvenile

REPORTS TO: Assistant Director, Juvenile

SUPERVISES: Court Services Officers, Court Services Assistants, Court Services Volunteers

GENERAL STATEMENT:

Plans, organizes, implements, and supervises the daily activities and operations in the Offender or Non-Offender program services of the Juvenile Department. Participates with and provides input to the Department's management team in determining departmental goals, policies, procedures, and programs.

Work is performed with limited supervision and the employee has relative independence and latitude in exercising independent judgment and initiative within established policies, procedures, and guidelines. Work is reviewed periodically by unit managers for accuracy of professional judgment, compliance with established goals and policies, and evaluated through conferences, reports, and results obtained.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Assists in the development of policies, procedures, work rules, safety requirements, performance standards, and manuals necessary for the effective, efficient, and safe completion of assigned operations consistent with legal and safety requirements and county standards.

Implements approved policies and procedures required for the effective functions of assigned activities and compliance with departmental standards and legal requirements. Interprets policies and regulations to subordinate staff.

Plans, organizes, and supervises the work of assigned employees; recommends selection of staff, provides training for subordinates and reviews and evaluates work performance, makes recommendations regarding the discipline, transfer, and termination of subordinate employees.

Receives, evaluates, processes, and assigns cases in a manner which will maintain equity between workloads; monitors work flow and production within the area and makes adjustments as necessary to assure the timely and efficient processing of cases.

Maintains and oversees the administration of the arrest warrants procedure, "in-house" diversion, or other specialized programs in areas of assignment.

Participates in the development, monitoring, and evaluation of subcontracted programs and services and in the development and coordination of additional community resources and services for assigned programs; identifies problem areas in existing program, and recommends improvements.

Serves as a resource and provides technical assistance, training, or work direction to lower level staff, case monitors, assistants, and volunteers providing offender or non-offender services in juvenile cases.

Develops or supervises the development and maintenance of systems and records that provide for the proper evaluation, control, and documentation of assigned operations.

Responds to, or supervises the resolution of, inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.

May act as Guardian ad Litem (GAL) or custody investigator in dependency actions or Superior Court matters, such as dissolutions, non-parental petitions for custody, paternity, domestic violence, and adoptions; assesses family relationships and parenting abilities; makes recommendations to the court as to the child's best interest, striving to establish a permanent plan of care for children under the jurisdiction of the court.

May supervise a caseload of adjudicated youthful offenders to assure compliance with court-ordered obligations, including restitution, community service and/or detention time served, participation in court-ordered treatment programs and any other conditions of each judgment and sentence; informs clients of court requirements and facilitates offender in meeting each condition.

Represents the court services office in the community, serving on various task forces and other committees, as appropriate, and acting as liaison with law enforcement agencies, prosecutor's office, schools, and other community resources and agencies.

Performs other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

The work is performed in an office environment or making client visits. Exposure to physical hazard may occur occasionally when interviewing hostile clients with potential for violence. Applicant will be required to work irregular hours and possibly irregular days. May have on-call responsibility 24 hours per day. The incumbent must have the ability to use a personal computer and to communicate effectively with clients, staff, agencies, etc.

KNOWLEDGE AND ABILITIES:

Thorough Knowledge of: Philosophy and operation of criminal justice and juvenile justice systems. Techniques and methods of client evaluation, interviewing, diagnosis, and counseling. Casework philosophy, methods, and procedures. Application and interpretation of federal, state, and local rules, regulations, codes, and ordinances, as they relate to area of assignment. Methods and local, state, federal, and private program resources and agencies for treatment of dysfunctional families, substance abuse, and antisocial behavior.

Knowledge of: Accepted and effective supervisory practices and principles and program development.

Ability to: Appear for scheduled work and complete assigned tasks within a reasonable period of time.

Conduct effective investigations, analyze findings, and prepare recommendations for the court. Set work priorities and train, direct, motivate, and evaluate the work of assigned staff. Formulate and guide the execution of effective plans and programs for the social rehabilitation of juveniles and families. Effectively respond to and reconcile competing interests of clients, community organizations, and service organizations as they affect the planning and operation of programs. Apply judgment and discretion in resolving problems and interpreting policies and regulations. Establish and maintain accurate records of assigned activities and operations. Communicate detailed information and recommendations effectively, both orally and in writing. Establish and maintain effective working relationships with clients and their families, attorney, law enforcement personnel, other agencies, co-workers, and the general public.

QUALIFICATIONS:

Bachelor's degree in criminal justice, social or behavioral sciences, or closely related field, Master's degree preferred, and four years of progressively responsible experience in social work, court services, detention, probation, or counseling, preferably working with juveniles, including two years of lead or supervisory responsibilities; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to perform the work.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Must be able to meet all traveling requirements of the position. If utilizing a personal or County owned vehicle in the performance of County work, must possess and maintain a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Persons filling this position must satisfy the training requirements established by RCW 43.101.220 and the Criminal Justice Training Commission.

A background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.